

CANNON RIDGE HOMEOWNERS ASSOCIATION

Board of Director Meeting Minutes

February 13, 2013

The meeting was held at the Keedysville Library, Keedysville, MD.

BOARD MEMBERS IN ATTENDANCE: Carrie Hetrick, Lorraine O'Connor, Scott Rinebolt, Chad Hartman

BOARD MEMBERS ABSENT: Ken Lord, Dave Reichenbaugh

OTHERS PRESENT: Keith Stains, representing PMP; see attendance sheet on file with PMP for HOA residents in attendance.

CALL TO ORDER: With official quorum, the meeting was called to order at 7:15 PM by Lorraine O'Connor

APPROVAL OF AGENDA: The Board unanimously approved the agenda as written.

I. General Community Issues –

- a. Resident forum – no concerns or issues raised.
- b. ARC – 25 Farragut Dr. – Fence approved.
- c. The next BOD meeting is scheduled for Wednesday, March 13, 2013 at 7pm.
- d. The 2013 Annual meeting is scheduled for Wednesday, May 8, 2013 at 7pm.

II. Association Business –

- a. Financial statements, including balance sheet, through/as of 2/28/13 were provided by PMP.
- b. Motion by Scott, second by Chad to approve the minutes from the 12/11/12 BOD meeting. Motion unanimously approved.

III. Management Report

- a. Management report given by Keith Stains. The following items were discussed:
 1. PMP to produce quarterly newsletters.
 2. Website maintained by Kristin Bowl.
 3. Grounds maintenance contractor for 2013.
 4. Architectural Change Request approval process.
 5. Covenant enforcement.

IV. Pending Business

- a. None discussed.

V. New Business

- a. None discussed.

VI. Adjournment

There being no business to discuss in executive session, on a duly made motion, the board voted to adjourn the open session of the meeting at 8PM.

Respectfully submitted: _____
Keith A. Stains, CMCA®AMS® Property Management People, Inc.